

Title Sheets – Responding to a Transmittal & Signing

Tier 2 Sheet

You will receive an email that you have received a new submittal package containing the approval documents and a Title Sheet for you to sign.

- Click on the link to take you to the submittal page.

New submittal received – Title Sheet Signature Request for UPC# 108906, Title Sheet Signatures-TR-0000002 Inbox x

Title_Sheet_Signature@vdot.virginia.gov via sendgrid.net
to me

Hello Jeffrey Wyatt,

You have received a new submittal package.

To view it, click the link below or paste it into your browser's address bar:

[Title Sheet Signature Request for UPC# 108906](#)

Click on the link

04113.cov.virginia.gov:PW/Documents/P{67f8cd3d-265b-4b7b-98af-fdae7d63c8}/?Deliverables Management=Incoming,GUID={D0EA1B25-DB6C-4DEC-B4F

Submittal details

Package ID: Title Sheet Signatures-TR-0000002

Project: Electronic Title Sheet Signature - New Process

Subject: Title Sheet Signature Request for UPC# 108906

Purpose: For Signature

Content: 4 documents

Acknowledge by: 2019-09-06 10:04 AM Eastern Daylight Time

Respond by: 2019-09-18 10:04 AM Eastern Daylight Time

Issued by: Jeffrey Wyatt, Virginia DOT, jeff.wyatt@vdot.virginia.gov

Sender package ID: Title Sheet Signatures-TR-0000002



This is an automatically generated email notification sent via ProjectWise Deliverables Management service.
Do not reply to this email. Instead you can [tell us](#) what you think about ProjectWise Deliverables Management.

- You will need to Acknowledge the transmittal you received on the incoming submittal page.

Home Virginia DOT Assets Projects Title Sheet Signatures
Electronic Title Sheet Signature - New Process

Deliverables management > Incoming > Title Sheet Signatures-TR-0000002

Title Sheet Signature Request for UPC# 108906
ID Title Sheet Signatures-TR-0000002

Acknowledge **Download content**

General Recipients Documents

Project Electronic Title Sheet Signature - New Process
Subject Title Sheet Signature Request for UPC# 108906
Issued by Jeffrey Wyatt <jeff.wyatt@vdot.virginia.gov>
Issue date 09/04/2019 10:04 AM EDT
Purpose For Signature
Comments The Title Sheet for his project is ready to be signed electronically. All approval documents and forms are attached.
Cover letter [Cover letter - Title Sheet Signatures-TR-0000002.pdf](#)

Status

Acknowledgement
1 days acknowledgement overdue
Due date: 09/06/2019 10:04 AM EDT

Response
12 days to respond
4 documents to respond
Due date: 09/18/2019 10:04 AM EDT

Issued by Jeffrey Wyatt
Issue date 09/04/2019 10:04 AM EDT

Must Acknowledge First

Title Sheets – Responding to a Transmittal & Signing Tier 2 Sheet

- Navigate to the 'My Response' tab
- Use the arrows to review attached documents

Deliverables management > Incoming > Title Sheet Signatures-TR-0000002

Title Sheet Signature Request for UPC# 108906
ID Title Sheet Signatures-TR-0000002

Start responding Download content

General Recipients Documents Responses My response

Mark unselected as Add response

Documents: 4/4 documents to respond

ID	Version	State	Description	Additional reviewers	My response
000-000-000-001-001-001.pdf					

My response Additional reviewers Attributes

Response Response pending

Comment

Attachments Browse

Additional reviewers Add..

Send response

108906 - Title sheet can now be signed (1).amf Response pending

108906 and 111373 (2019-05-09) LD-406 Executed.pdf Response pending

UPC 108906 CN - Revised 5-13-19.pdf Response pending

Send responses Save

- Click on the Title Sheet
- This should open the PDF file of the Title Sheet in Bluebeam
 - If it does not automatically open then you will need to find it in your Download folder and open it from there.
- The signature field blocks should already be in the file, there is no need to create a block yourself.

TIER 1 PROJECT

RECOMMENDED FOR APPROVAL FOR RIGHT OF WAY ACQUISITION
DISTRICT PLANNING AND INVESTMENT MANAGER
DISTRICT PROJECT DEVELOPMENT ENGINEER
APPROVED FOR RIGHT OF WAY ACQUISITION
DISTRICT ENGINEER/ADMINISTRATOR
RECOMMENDED FOR APPROVAL FOR CONSTRUCTION
DISTRICT PLANNING AND INVESTMENT MANAGER
DISTRICT PROJECT DEVELOPMENT ENGINEER
APPROVED FOR CONSTRUCTION
DISTRICT ENGINEER/ADMINISTRATOR

Title Sheets – Responding to a Transmittal & Signing

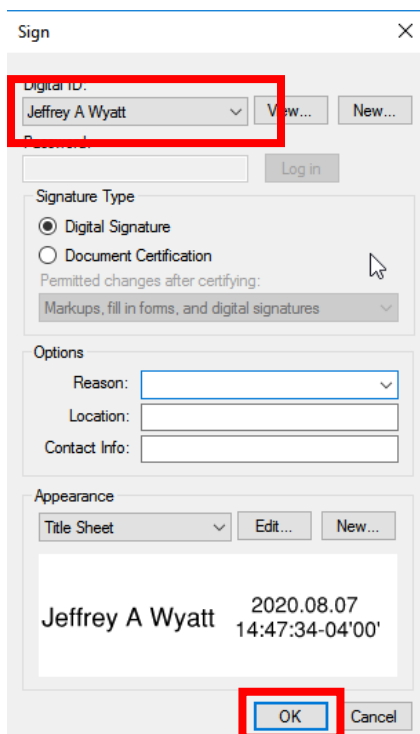
Tier 2 Sheet

Click the signature block where you need to put in your digital signature. Be sure that your signature has been correctly configured to match the one shown below. For instructions on how to configure your signature appearance, please see the [Setting Up Default Title Sheet Signatures.docx](#) job aid.

Jeffrey A Wyatt	2019.09.09 10:29:54-04'00'
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Bluebeam Instructions

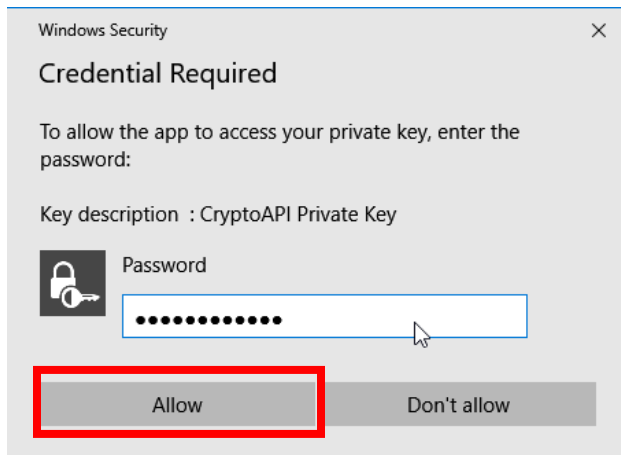
- Select the correct Digital ID on the Sign window
- Click OK



A window will pop up asking you to save the document – after you choose where you are going to save the document a security window will pop up

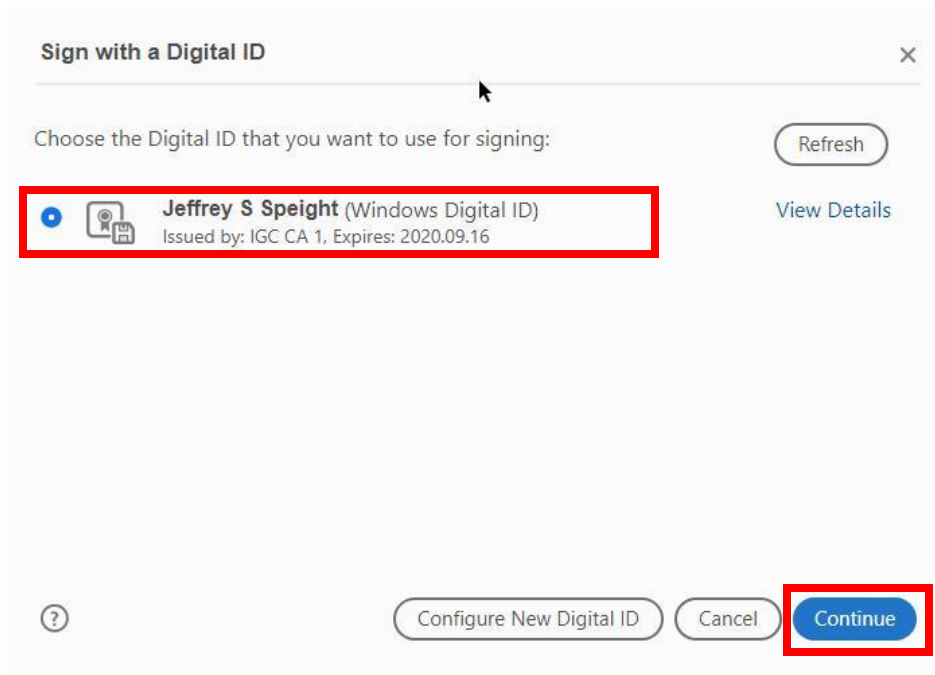
- On the security window that comes up enter your certificate password
- Click Allow.

Title Sheets – Responding to a Transmittal & Signing Tier 2 Sheet



Adobe Instructions

- Select your digital ID
- Click Continue



- Select your saved appearance from the drop down
- Enter your password
- Click Sign

Title Sheets – Responding to a Transmittal & Signing Tier 2 Sheet

Sign as "Kevin Takala"

Appearance Created 2020.08.06 12:33:45 -04'... Create Edit

Kevin Takala 2020.08.07 12:43:16 -04'00'

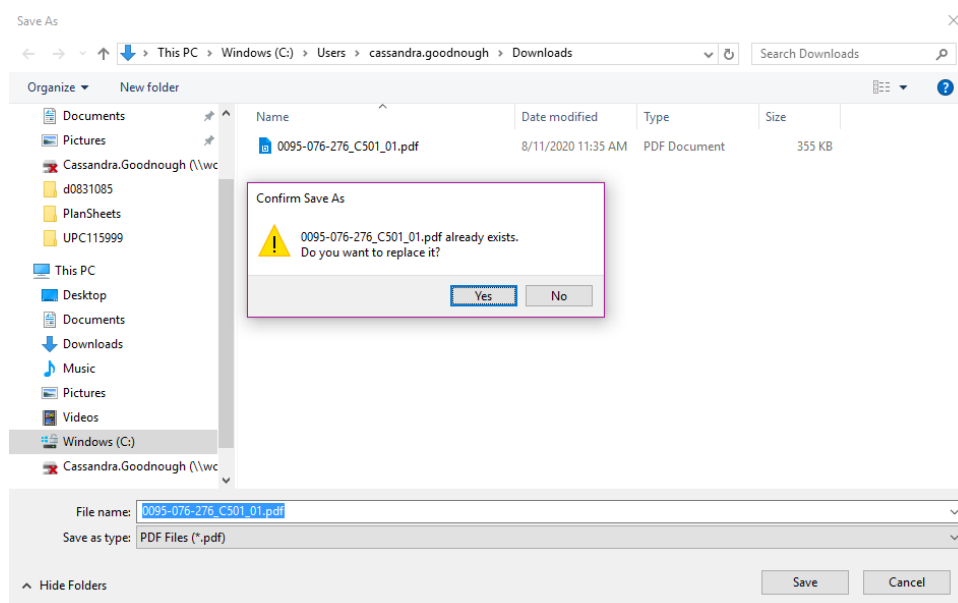
☐ Lock document after signing View Certificate Details

Review document content that may affect signing Review

Enter the Digital ID PIN or Password... Back Sign

You may need to click the save button.

In either case, overwrite the local copy of the file from ProjectWise.
This should be the default save location when the Save window comes up.
Then, you can then close the file, and check it back into ProjectWise.



Title Sheets – Responding to a Transmittal & Signing Tier 2 Sheet

- Return to the Transmittal page
 - Select Browse
 - Find the signed title sheet in your download folder
 - Pick the most recent one
 - Click Open

Title Sheet Signature Request for UPC# 108906
ID Title Sheet Signatures: 18-0000002

Start responding Download content

General Recipients Documents Responses My response

Mark selected as: Approved Add reviewer

Will not respond Response pending

Mark selected as Approved

Version State Description Additional reviewers My response

000-000-000 c501_01test1.pdf

My response Additional reviewers Attributes

Response: Approved

Comment: Title Sheet Signature has been added.

Attachments: 000-000-000 c501_01test1 (signed).pdf (675.99 KB) X

Browse

Additional reviewers: Add...

Send response

108906 - Title sheet can now be signed (1).eml Approved

108906 and 111373 (2019-05-09) LD-406 Executed.pdf Approved

Send responses Save

- When responding to a transmittal select all documents
- Click Mark Selected as Approved
- Send Responses